



DATCP Dairy Processor Grants

Request For Proposals (RFP)

Applications Due: Friday, January 7, 2022

Contact Information:

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Dairy Processor Grant materials are available on the DATCP website at:
https://datcp.wi.gov/Pages/Growing_WI/DairyDevelopment.aspx

INTRODUCTION

The Dairy Processor Grant strives to improve the long-term viability of Wisconsin's dairy industry through services to dairy processing plants. DATCP's Dairy Processor Grant is available to processors to facilitate operational changes, improve profitability and foster innovation and economic growth. The Dairy Processor grant program is funded by s.20.115(4)(dm), Dairy processing plant grant program. S.20.115(4)(dm) *Dairy processing plant grant program*. The amounts in the schedule for promoting the growth of the dairy industry by providing grants to persons operating processing plants, as defined in s. 97.20 (1) (h).

AVAILABLE FUNDS

Funds will be distributed through a competitive review process. Grants will be awarded for projects up to **\$50,000** and up to two years in duration.

APPLICATION AND FUNDING TIMING

RFP is released	November 17, 2021
Applications due to WI DATCP	January 7, 2022
Applications scored and selected by review committee	January 24, 2022
Selected applications notified by WI DATCP	February, 8 2022
Anticipated project start date	March 1, 2022
All projects must conclude no later than	February 28, 2024

PARTICIPANT ELIGIBILITY

Applicants must satisfy the following criteria to be deemed eligible for funding under the Dairy Processor Grant Program. An applicant must:

- Operate a licensed dairy processing plant engaged in pasteurizing or manufacturing dairy products, or processing dairy products into other dairy products, for sale or distribution that is located in WI
- Have a project(s) that will make operational improvements, improve profitability, and/or involve a new process or innovation
- Have no outstanding state penalties or violations and be in good standing with Wisconsin Department of Financial Institutions
- Employees of Wisconsin DATCP and immediate family members (i.e. mother, father, brother, sister, spouse, and children) are not eligible to receive a grant
- Entities with a current, open DATCP Dairy Processor Grant cannot apply for funding to further the same project

ELIGIBLE PROJECTS

The DATCP Dairy Processor Grant is designed to provide access to services and resources for proposed dairy processing plant projects that enhance or develop the current business, solve an existing problem or concern at the plant, improve production or profitability, and/or help the processor innovate. Focal areas for the grant are highlighted below. Projects could include multiple aspects from the following areas.

- Dairy plant modernization and expansion efforts to provide assistance with professional services costs related to: siting, engineering, design, layout of new facilities or production lines

- Food safety: consulting services to help pass a food safety audit or certificate needed to meet a customer driven market requirement
- Training of plant staff on food safety requirements, new technology, etc.
- Assistance for related professional services and consultants: developing new processes, wastewater treatment or handling, new uses for whey, or other product or process innovations
- Efforts to improve/enhance staff retention, training, supervisory skills, and knowledge
- Other dairy processing projects may be considered

ELIGIBLE EXPENSES

Eligible project expenses include, but are not limited to:

- Operating expenses directly related to the grant project, including expenses for salaries and wages, contract and consulting services, and *travel. (*all travel reimbursements must follow state rate requirements.)
- Training costs to improve employee skills (eg. food safety, skills for operating new technology, managerial training, etc.)
- Equipment rental
- The purchase of supplies that the full value is ordinarily depreciable within one year and costs less than \$5000 (software, etc.)

INELIGIBLE EXPENSES

Ineligible expenses include:

- Real estate purchases
- Repayment of loans or mortgages
- Rent or contract payments for time periods extending beyond the term of the grant contract
- Equipment purchases, construction, or capital expenses (items whose cost is \$5000 or more and depreciates over more than one year)
- Administrative or overhead costs that are not direct costs of the grant project
- Advertising expenses
- Legal fees
- Lobbying, fundraising, or other political activity
- Any costs incurred by any firm for work performed in the preparation of and production of a proposal or for any work performed prior to the formal execution of a contract

MATCHING FUNDS

Matching funds are required at 20% of the grant request as part of proposal review. Matching funds expensed during the project must be documented in the same manner as proof of reimbursable grant expenses.

APPLICATION REQUIREMENTS AND SUBMITTAL PROCESS

- The application form is located on the DATCP website at:
https://datcp.wi.gov/Pages/Growing_WI/DairyDevelopment.aspx
- Applications must be emailed to ryand.dunn@wisconsin.gov by 5:00pm on Friday, January 7, 2022.
- If you do not have computer access to download and complete the application, contact Ryan Dunn at 608-590-7239

PROPOSAL REVIEW CRITERIA

This is a competitive grant process. Each application will be reviewed by a committee and will receive a rating based on scoring criteria outlined on the last page entitled: *Application Scoring Criteria* section of this document. The rating score will determine the proposals to be funded.

Preference may be given for proposals that:

- Demonstrate an industry-wide benefit
- Involve a new process or show innovation

DATCP may require additional information and/or a plant visit to review the proposed project.

CONTRACTS

DATCP will develop a contract for each funded project. **No funding commitment is final and no project may begin incurring expenses until the contract is signed by the grant recipient and DATCP.** Included with the contract, Appendix A will be completed by the grantee to finalize the details of the work plan, timeline, budget, company/consultant doing work, and implementation plan.

Grant contracts must be signed and returned to DATCP within 30 days of receipt. Failure to submit an executed copy of the contract within 30 days of receipt may result in the loss of awarded grant funds, unless the delay is approved by DATCP.

PAYMENTS

This is a reimbursement grant. Payments will be made following DATCP's receipt of an invoice documenting expenses incurred by the grantee. An amount of 20% of the grant award will be held as a grant final payment. The final payment will be made upon submission of a final invoice and DATCP approval of a written summary report of the project. Invoices must include receipts or other proof of payment.

REPORTING REQUIREMENTS

DATCP reserves the right to modify reporting requirements during the course of the project. Each approved grant recipient must submit semi-annual performance reports and one final performance report.

The semi-annual performance report template will be provided and shall include the following:

1. Briefly summarize activities performed, targets and/or performance goals achieved during the reporting period for each project.
2. Note unexpected delays or impediments as well as favorable or unusual developments for each project.
3. A quantitative summary illustrating the increase in dairy farms where milk is taken from, projected monetary benefits, new and/or retained jobs, and new investment during the reporting period due to project work.
4. Outline work to be performed during the next reporting period of each project.
5. Comment on the level of grant funds expended to date for each project.

The final performance template will be provided and shall include the following:

1. A brief description of the original intent of the project and perceived benefit of the project. How the issue or problem was approached via the project.

2. How the goals of the project were achieved.
3. A quantitative summary illustrating the increase in dairy farms where milk is taken from, projected monetary benefits, new and/or retained jobs, and new investment during the reporting period due to project work.
4. Results, conclusions, and lessons learned for each project.
5. Additional information available (e.g. publications, web sites).
6. Contact person for each project with telephone number and email address.

In addition to this summary report, DATCP reserves the right to conduct follow-up surveys of funded projects in order to determine long-term impacts of the Dairy Processor Grant program.

Applicants who do not submit reports on time, and/or submit incomplete reports, may be required to return all previously disbursed funds to DATCP and/or may be removed from future funding opportunities.

RECORD REQUIREMENTS

The grantee will be responsible for setting up and maintaining a project file that contains all records of correspondence with DATCP, receipts, invoices, and copies of all reports and documents associated with the project. The grantee shall retain all data and other records relating to the acquisition and performance of the Grant Award Agreement for a period of four years after the completion of the contract. All records shall be subject to inspection and audit by state personnel at reasonable times. Upon request, the grantee shall produce a legible copy of any or all such records.

MONITORING

DATCP reserves the right to perform site-monitoring visits to any and all grantees to ensure that work is progressing within the required period and that fiscal procedures are followed accurately and appropriately. Monitoring includes both financial and program information, as well as site visits.

LIABILITY

DATCP will not be held liable for any costs incurred by any firm for work performed in the preparation and production of a proposal.

OPEN RECORDS

Applications submitted for funding and all related contracts and reports shall be subject to disclosure under the Public Records law. If the grant applicant or recipient requests any information be deemed a trade secret, the document should be labeled using “trade secret” and the requested status should be noted to DATCP when the document is submitted. DATCP will notify the grant recipient if a public records request is made for the information claimed to be trade secret by the grant recipient. Such information may be kept confidential by DATCP only as authorized by law (see Wis. Stat. § 19.36(5)).

OTHER CONSIDERATIONS

All proposals submitted in response to this RFP become the property of DATCP. DATCP reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, otherwise

use, and to authorize others to use materials produced under this grant agreement. DATCP also reserves the right to:

- Post funded proposals, summary reports and survey findings to the DATCP website
- Reject any or all proposals received
- Waive or modify minor irregularities in proposals received after prior notification and agreement of applicant
- Clarify the scope of this program, within the RFP requirement and with appropriate notice to potential applicants, to best serve the interests of the State of Wisconsin
- Amend program specifications after their release, with appropriate written notice to potential applicants
- Require a good faith effort on part of the project sponsor to work with DATCP subsequent to project completion to develop or implement project results in Wisconsin
- Withhold any payments when contract terms are not met
- Partially fund applications

**2022 Wisconsin Dairy Processor Grant Program
Application Scoring Criteria**

Evaluation Criteria	How well described?			Points
1. Grant Application	+	✓	-	10 possible
<ul style="list-style-type: none"> Is the project well organized, thought out, and explained in a way that makes sense and sounds like it can be carried out successfully? Does the proposal comply with the department RFP standards? 				
2. Statement of need	+	✓	-	35 possible
<ul style="list-style-type: none"> How well does the project support at least the program goals of: <ul style="list-style-type: none"> Creates new capital investment in the dairy industry Develops new technologies or practices related to dairy processing Improves competitive position of the WI dairy industry Uses agricultural resources more efficiently for dairy industry Creates employment in the dairy industry 				
<ul style="list-style-type: none"> How well does the Project Summary describe an industry need, opportunity, or innovation? 				
<ul style="list-style-type: none"> Is the project important and timely? Is the project viable? 				
3. Activities and Outcomes	+	✓	-	25 possible
<ul style="list-style-type: none"> Does the applicant have the necessary management and technical acumen to carry out the proposed project? Is the person(s) involved qualified to carry out the project? 				
<ul style="list-style-type: none"> Do the outcomes fit the project activities and show that the project met the need or purpose? 				
<ul style="list-style-type: none"> How well do activities result in at least one positive outcome of the grant: <ul style="list-style-type: none"> Facilitate operational changes to the dairy plant Improve profitability of the operation Improve technical knowledge capacity of the staff and operation Model a new process or innovation Demonstrate or test a system to address dairy plant waste water management 				
<ul style="list-style-type: none"> Does the applicant possess the necessary financial capacity to complete the project as proposed? 				
4. Budget	+	✓	-	20 possible
<ul style="list-style-type: none"> How well does each item in the budget relate to the described project? 				
<ul style="list-style-type: none"> Is each item necessary to achieve the outcome? 				
<ul style="list-style-type: none"> Is total amount justifiable for the return on investment? 				
<ul style="list-style-type: none"> How reasonable are costs for each item? 				
<ul style="list-style-type: none"> Does the proposal identify project expenses including those paid for with grant or loan funds? 				
<ul style="list-style-type: none"> Is the Project Plan and Budget adequate and reasonable? Is the timeline reasonable? 				
5. Extra Points	+	✓	-	10 possible
<ul style="list-style-type: none"> How much industry-wide benefit does the project provide? 				
<ul style="list-style-type: none"> Does the project involve a new or innovative process? 				
TOTAL				100 possible